

Supportive Services for Veteran Families (SSVF)

Homelessness Prevention

Eligibility Screening Disposition Form

Instructions

Persons applying for SSVF homelessness prevention assistance (i.e., category 1 of persons occupying permanent housing) must first be screened for VA eligibility. Eligibility must be documented using the SSVF Eligibility Screening Disposition Form. Forms must be completed by SSVF grantee staff using information obtained from the head of household. Screening disposition forms should be supported by additional assessment and documentation of the eligibility conditions and targeting factors indicated. All screening forms must be signed and dated by the authorized SSVF staff person completing the form.

STAGE 1: VA ELIGIBILITY

SSVF grantee staff should assess each applicant household according to the eligibility requirements listed below. Applicants must meet all eligibility requirements in order to receive SSVF assistance.

SSVF Eligibility Requirements

To be eligible for SSVF homelessness prevention assistance, **each** of the following VA conditions must be met. Note that SSVF grantees may require additional eligibility criteria in addition to the VA criteria listed below.

1. ***A member of a Veteran family:*** Applicant households must either be a Veteran or a member of a family in which the head of household, or the spouse of the head of household, is a Veteran. A Veteran is a person who served in the active military, naval, air service, Merchant Marines, or was activated by Presidential order and served in another state or country while in the National Guard or Reserves, and who was discharged or released wherefrom under conditions other than dishonorable.
2. ***Very low-income:*** Household gross annual income does not exceed 50% of area median income based on the income limits most recently published at <http://www.huduser.org/portal/datasets/il.html>.
3. ***Imminently at-risk of literal homelessness:*** Applicant households must (1) be imminently losing their primary nighttime residence, (2) have no other residence, and (3) not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless. To further qualify for services under category 1, the grantee must (4) document that the participant meets at least one of the following conditions:
 - a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b) Is living in the home of another because of economic hardship;
 - c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

- d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- e) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, or correctional institution) without a stable housing plan;
- f) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved screening tool.

STAGE 2: TARGETING

Each grantee may establish priorities for prevention assistance based upon the targeting factors and point system included in the form. Targeting factors have been identified to help further assess risk of literal homelessness and to prioritize the provision of supportive services to those very low-income veteran families most in need. Points have been assigned to factors based on research and practical experience. ***SSVF grantees may use these targeting criteria to prioritize or limit SSVF services for applicant households who score higher or above a minimum threshold. SSVF targeting criteria and thresholds must be approved by the VA.***

SSVF grantees should establish thresholds based upon the number of applicants vs. SSVF resources available. A grantee may establish that the higher the ratio of applicants to capacity, the higher the point threshold. For example, a program that can only accept and assist 10% of the number of eligible households who apply for prevention assistance could set a minimum score of 9 or higher to assign priority, while a program that has capacity to accept and assist 75% of eligible applicants may require only a score of 4.

Additionally, grantees may establish and score other targeting factors with applicants. The Stage 2 scoring sheet includes a row for this purpose. Grantee established factors must be approved by the VA and should be scored using a 1 to 3 scale.